



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** June 29, 2015  
**CC:** All Departments



---

**Interim Town Administrator:** I worked on several staff reports and researched information on video streaming options. The performance appraisal material was reviewed in preparation for the work session and providing information to Primex. Various phone calls and emails were responded to. Contact was made with Time Warner regarding some issues. Information was researched regarding the availability of funds for possible equipment for sale from the federal government in the future. Work continued associated with the Town Administrator Search as the closing date for applicants occurred and upon final evaluation, eleven candidates were sent essay questions to prepare as part of the next phase of the process. I had discussion with three citizen panel Alternates who will be available if needed on July 21. I attended the Work Session with the Board of Selectmen and reviewed video streaming options as well as performance appraisal options. The week of June 29, I will be in the office on Monday and Tuesday afternoon, and all day Thursday.

**Administrative Liaison:** I worked with Carol to finalize work session topics, and a request by the MFD for out of state travel for NEFCC in Springfield, MA. The Cleaning Services contract was forwarded to the awardee for review and signature, and the Virtual Town Hall PowerPoint presentation to Alison for review. I worked with the Finance Director to clean up accounting on the Community Garden, with expenses to be processed in 2015 from the DPW grounds account, but for 2016 will be moved to the Dev. Services Budget under the Conservation Commission (\$500). I attended the Selectmen's work session, and took the minutes. I prepared and submitted employment advertisements for DPW Facility Team Leader and Equipment Operator for anticipated vacancies.

### **July 2nd Agenda:**

#### **New Business:**

- V.4 To prepare for the public hearings, the Board will establish: 1.) Require minimum bid on parcels; 2.) Allow the right of 1<sup>st</sup> refusal for abutters; and 3.) Require abutters to merge lots.
- V.5 Memo from the Assessor regarding the data collection services for 2015.
- V.8 Scott Kinmond is requesting tuition reimbursement for the Certified Public Supervisor course.
- V.9 Requests authorization for contracted services, State Vendor, Chip Sealing.

#### **Old Business:**

- VI-2 New information located by the staff indicates previous Boards made changes to the policy without going back to Town Meeting.

**Finance:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Highway cut back the brush, trees, and chipping along Lee and Ossipee Mountain Roads. Tree stumps were pulled at the PSB. Firewood was cut and stockpiled for Highway Garage. Culverts were unplugged and screens were added to avert beavers and keep them open. Martha's Lane and Bodge Hill Road were graded and materials were removed from the ditch lines. Rocks were removed from beneath the pavement on Melly Lane, Buckingham and States Landing Roads. The crew provided assistance to the road marking contractor, as well as the tree removal contractor (crane) on Ossipee Mountain and Ames Roads for the road project. Equipment maintained included: Sending the chipper to Nortrax for repairs, servicing the skid steer and the WMF's skid steer snowplow was repaired and returned to WMF. Staff worked on the shoulder machine, which they fabricated and installed to run on truck #6's new dump body, and the backhoe was degreased. Agent Kinmond met with a contractor and resident on High Haith Road (private portion) to review the roadway condition in response to the red list letter and several areas were identified in need of improvement. Agent Kinmond reviewed with a property owner a drainage and erosion problem. He also met with a property abutter to the Far Echo Road intersection project, securing a construction/slope and drainage easement. Agent Kinmond marked trees in the project area, and began to solicit price quotes for removal. He also met with a local landscape designer to review design needs for the intersection project at Shaker Jerry and Wentworth Shores Roads. Agent Kinmond, HEO Dunn and EO Martel inspected a federal surplus 6x6 tractor for use in building into a 10-wheel dump truck with plow, wing and sander. Estimates are being obtained for the build which could save approximately \$100K on the future acquisition. Agent Kinmond attended the NHPWA Board of Directors meeting, where the Executive Board was elected and Agent Kinmond was elected to serve as the Secretary/Treasurer.

**Facility & Grounds:** Ground crews were busy with cemetery and facilities maintenance. A cremation burial was prepared at the Middle Neck Cemetery, a headstone location was marked at Shannon Cemetery, and a cremation burial location was marked at Middle Neck Cemetery. A complaint was received regarding a monument and plastic flower pot, which had been hit with a mower. The flowerpot was replaced and staff were informed of the matter. Signs were replaced at LI Beach and States Landing and LI Beach was raked. The crew picked up and dumped milfoil at the Community Garden compost area. The Facilities Worker handled: Heater problem at the Recreation Center; toilet issue and soap dispenser replaced at PSB; and the sheetrock installation was completed at Highway Garage.

**Waste Management Facility:** Office Assistant Hoyt continued training WMF staff on cash register performance and utilizing the new program for reporting revenue and slip maintenance. A 50 yard container of scrap metal and a trailer of electronics and tires were shipped. Staff reported that they constructed a recycle bin for commercial haulers to drop Gaylord's and recycle bags. Staff removed capacitors from microwaves, and scheduled for cardboard bales to be shipped. Seasonal workers were trained by staff on the operation of the forklift. The co-managers met with the scrap metal vendor for NRRA to look at recycling of non-ferrous metals. The American Legion assisted with the proper disposal of collected American flags. Note: The facility will be closed on Saturday, July 4<sup>th</sup> for the holiday.

**Moultonborough Police Department:** The Police Department recorded 431 log entries, which included the following calls for service, 29 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 5 arrests, 4 complaints, 3 MV Accidents, 3 MV Complaints, 5 residential alarms, 2 commercial alarms and 3 K-9 complaints.

Training: June 22<sup>nd</sup> - 26<sup>th</sup>, Sgt. Beede attended the NH Police Cadet Academy June 24, 25, 26. SRO J. Baker attended Exploring Sexual Offenders and Physical Abuse training.

**Moultonborough Fire Department:** Year to date there has been 358 calls for emergency service. For the period of 6/19/15 to 06/25/15 there were 19 calls for service: (10) Medical Emergencies, (1) Brush fire, (2) Lift Assists, (1) Gas Leak, (1) Good Intent call, (1) Carbon Monoxide Incident, (1) Power Line call, (1) False Carbon Monoxide Alarm and (1) False Fire Alarm. MFR received automatic aid from Center Harbor on two calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:56 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:17 minutes

Overall Average Day Time Manpower per incident: 7 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:38 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 6/19/15 to 6/25/15 there were 3 fire permits and 1 oil permit issued. Two Supraboxes were installed and a request for fishing tournament launch was reviewed. An oil burner and an oil tank were inspected. A station tour was conducted on 6/19. Open water rescue training was held on 6/22. Hydrants were back flushed on 6/19.

**Office of Development Services Planning:**

Planning: Nothing to report this week.

Code & Health: I have issued 11 building permits in the past two weeks, 16 subcontractor permits, and have approved 3 septic designs to be forwarded to the state for their approvals. I have had 2 new complaints and have resolved them. I have 13 building permit applications that have been processed and are waiting to be paid for and picked up. The June water test for the Playground are back and have passed for the month, the next test is to be done the first couple of weeks of July.

**Human Services:** Nothing to report this week.

**Recreation Department:** Summer camps, swim and tennis lessons all begin June 29. The first Summer Band Concert will kick off, rain or shine, on Wednesday, July 1, at 6:30 p.m., at the Lion's Club, with an ice cream social following the concert, provided by the Recreation Department. We are once again preparing for the July 4<sup>th</sup> parade, where we will march through Town in "Noodle Formation" and is a long time tradition for the Recreation Dept.

**Important Dates to Remember**

**Board of Selectmen's Meeting, July 2, 2015, 7 PM**

**Happy 4<sup>th</sup> of July! All Non-Essential Depts. Closed Friday, July 3, 2015**

**July 4, 2015, Independence Day Parade, 11 AM**

**Board of Selectmen's Meeting, July 9, 2015**

**Board of Selectmen's Meeting, July 16, 2015**

**Board of Selectmen's Work Session, July 23, 2015**

**Board of Selectmen's Meeting, July 30, 2015,**

**\*Staff Meeting, July 10, 2015, 9 AM\***